Encrypt a file using 7-Zip (*in WinZip format, with AES 256 cipher*)

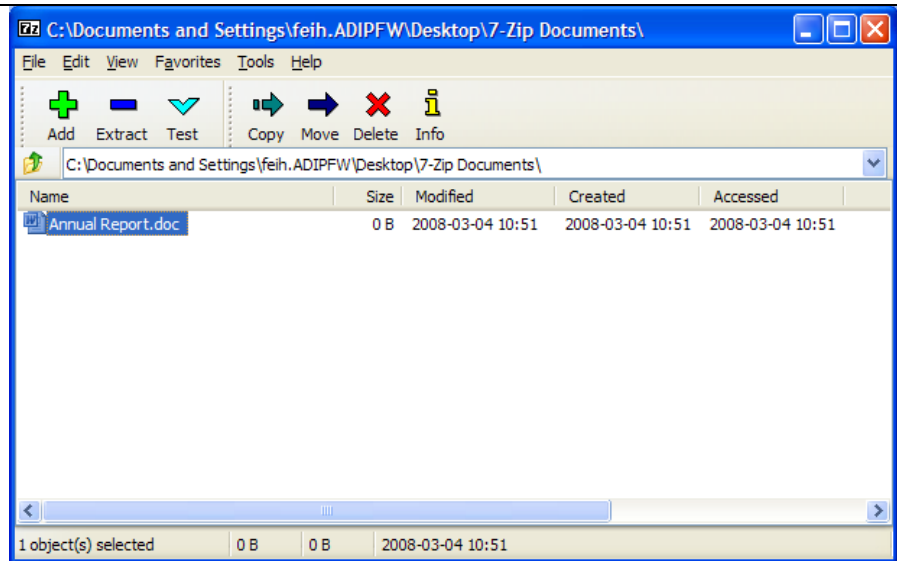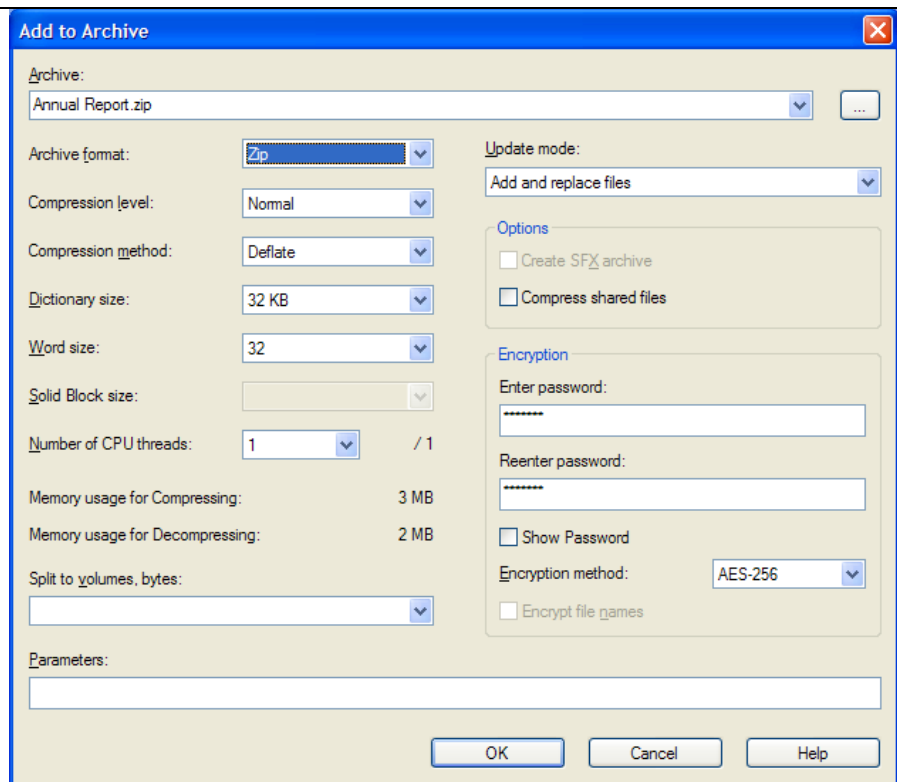|	
-Download 7-Zip from http://www.7-zip.org or get the file from IUWare CD -Install install 7-Zip following the prompts -Launch **7-Zip File Manager** -Navigate to the folder where the intended file is residing -Select the file -Click the **Add** button	
For **Archive format**, select **Zip** -Under **Encryption**, enter and then reenter (to confirm) the password -For **Encryption method**, select **AES-256** -Leave the rest of the selections as is -Click the **OK** button to return to the previous window -The encrypted file appears in the same folder, with the **.zip** extention.	

Note: Make sure to remember the password assigned to the document, because it is requied in order to decrypt the file. If you intend to send the file via email, make sure to send the password to the recipient in a separate email message, or through other means such as a phone call, etc. to prevent the doc and the password from falling into the wrong hands at the same time should the email be intercepted.